

**REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF GENERAL MUNICIPAL ENGINEERING SERVICES
FOR 2022**

**TOWNSHIP OF BELLEVILLE
152 WASHINGTON AVENUE
BELLEVILLE, NJ 07109**

**Date issued: December 21, 2021
Date due: January 6, 2022**

NOTICE OF REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF GENERAL MUNICIPAL ENGINEERING SERVICES
FOR 2022

NOTICE is hereby given that the Township of Belleville is seeking Qualification Statements for the Provision of GENERAL MUNICIPAL ENGINEERING SERVICES. Sealed Qualification Statements will be received by the **Township of Belleville, County of Essex, State of New Jersey no later than 3:00 p.m., prevailing time, Thursday, January 6, 2022**, for the PROVISION OF MUNICIPAL GENERAL MUNICIPAL ENGINEERING SERVICES. All submissions will be publicly opened at that time. Sealed Qualification Statements may be hand delivered or mailed to the **attention of the Township Clerk's Office, 152 Washington Avenue, Belleville, NJ 07109**. No Qualification Statements shall be received other than at the time and place herein designated for their receipt. **YOU ARE REQUIRED TO SUBMIT ONE (1) ORIGINAL UNBOUND COPY AND ONE (1) ELECTRONIC THUMB DRIVE OF THE SEALED SUBMISSION**

Copies of the Request for Qualifications (RFQ) may be obtained, during regular business hours from the Township of Belleville's Purchasing Department, 152 Washington Avenue, Belleville, NJ 07109, 973-450-3317, fax 973-759-8070 or are available at the Township of Belleville's website <https://bellevillenj.org>.

The services that are the subject of the RFQ constitute professional services in accordance with the Local Public Contracts Law, N.J.S.A. 401-1 et seq., and are not subject to public bidding. However, this RFQ process is being undertaken in accordance with the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44-20.5 et seq.

The selected GENERAL MUNICIPAL ENGINEERING SERVICES will be required to comply with the requirements of P.L. 1975, c. 127. (Affirmative Action Program, Equal Employment Opportunity).

Each Qualification Statement shall be enclosed in a sealed envelope which shall bear on the outside thereof, the name of the person/firm submitting the RFQ and the following phrase:

"Request for Qualifications for the Provision of GENERAL MUNICIPAL ENGINEERING SERVICES"

The Township of Belleville reserves the right to reject any and all Qualification Statements to waive any informality or to select the professional(s) who in the judgment shall be in the Township of Belleville's best interest. Qualification Statements must be prepared and submitted in the manner designated within the RFQ for the Provision of GENERAL MUNICIPAL ENGINEERING SERVICES.

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

“TOWNSHIP” - refers to the TOWNSHIP OF BELLEVILLE.

“Qualification Statement” - refers to the complete response to this RFQ submitted by the Respondents.

“Qualified Respondent” - refers to those Respondents who in the sole judgment of the Township have satisfied the qualification criteria set forth in this RFQ.

“RFQ” - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” - refers to the interest person(s) and/or firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction and Purpose.

The Township of Belleville is soliciting Qualification Statements from interested persons and/or firms for the provision of GENERAL MUNICIPAL ENGINEERING SERVICES, for a period of 12 months, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Township will review Qualification Statements only from those firms that submit a Qualification Statement, which includes all the information required to be included as described herein (in the sole judgment of the Township). The Township intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to provide the proposed services based on terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of the Township of Belleville.

1.2 Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A1-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44-20.4 et seq., however, the Township has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in this RFQ, which will be applied in the same manner to each Qualification Statement received.

The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for services for which they or their firm submitted a response hereunder. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Township will (in its sole judgment) determine which Respondents are qualified from professional, administrative and financial standpoints. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Township) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Township.

All communications concerning this RFQ or the RFQ process shall be directed to the Township of Belleville's Designated Contact Person, in writing.

Designated Contact Person:

William G. Villano ,
Director of Purchasing
973-450-3317, fax 973-759-8070

Sealed Qualification Statements must be submitted to the Township Clerk, and be received by the Township of Belleville, via mail, overnight delivery or hand delivery, by 3:00 P.M. prevailing time on **Tuesday, January 4, 2022**. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the Township (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Township.

1.3 Conditions Applicable to RFQ

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Township to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Township reserves the right in its sole judgment to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration.
- The Township reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Township and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.
- The Township may request Respondents to send representatives to the Township for interviews.
- Any and all Qualification Statements not received by the TOWNSHIP OF BELLEVILLE by **3:00 P.M.** Prevailing Time on **Thursday, January 6, 2022** will be rejected.
- Neither the Township of Belleville, nor its respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating herein.

1.4 Rights of Township of Belleville

The Township of Belleville reserves hold and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Township deems necessary or convenient, to clarify the information provided as part of the Qualification

Statement and to request additional information to support the information included in any Qualification Statements.

- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the Township of Belleville may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Township shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5 Addenda or Amendments to RFQ

During the period provided for the preparation of responses to the RFQ, the Township may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Township and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6 Cost of Proposal Preparation

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Township of Belleville, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.7 Proposal Format

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the Township fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Township of Belleville to solicit Qualification Statements from Respondents that have expertise in the provision of MUNICIPAL GENERAL MUNICIPAL ENGINEERING SERVICES. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services if awarded a contract.

2.1 Requirements

Provide General Municipal Engineering Services for the Township of Belleville for a 12-month period that shall commence from the day the bid is awarded.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. A completed and executed Letter of Qualification (See Appendix A to this RFQ).
3. Name, address and telephone number of the firm or firms submitted the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organization structure.
 - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.

- (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
- 5. An executed Letter of Intent (See Appendix B).
- 6. The number of years your organization has been in business under the present name.
- 7. The number of years the business organization has been under the current management.
- 8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 9. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
- 10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- 11. Confirm professional licenses to perform activities.
- 12. Respondent shall submit a copy of its Business Registration Certificate.

3.3 Professional Information Requirements

- 1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ and provide proof of all certifications necessary to perform such services. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - (a) Description and scope of work by Respondent
 - (b) Name, address and contact information of references
 - (c) Explanation of perceived relevance of Respondent's experience to the RFQ
- 2. Describe the services that Respondent would perform directly.
- 3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with the Scope of Services set forth in this RFQ.
- 4. Resumes of key employees.
- 5. A narrative statement of the Respondent's understanding of the Township's needs and goals.
- 6. A Schedule of Fees for the following titles:
 - (a) Principal
 - (b) Project Manager
 - (c) Senior Design Engineer
 - (d) Senior Design Professional
 - (e) Design Engineer
 - (f) Design Professional
 - (g) Licensed Land Surveyor
 - (h) Surveyor
 - (i) Survey Crew Chief
 - (j) Survey Technician
 - (k) Design Technician
 - (l) Senior CAD Operator
 - (m) CAD Operator, Level II

- (n) CAD Operator, Level I
- (o) Senior Field Representative
- (p) Construction Inspector
- (q) Field Representative
- (r) Administrative Assistant

7. List all immediate relatives of Principal(s) of Respondent who are Township of Belleville employees or elected officials of the Township. For purposes of the above, "Immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation. If none, so state.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Qualification Statements

Respondents must submit an original and one (1) original copy and one (1) electronic thumb drive of the Qualification Statement to the Designated Contact Person:

Kelly A. Cavanagh,
Municipal Clerk
Township of Belleville

Sealed Qualification Statements must be received by the Township of Belleville no later than **3:00 P.M.** (prevailing time) on **Thursday, January 6, 2022** and must be mailed, overnight delivered, or hand-delivered to the Township Clerk's Office, 152 Washington Avenue, Belleville, NJ 07109. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Please indicate on the outside of the sealed envelope "Response to Request for Qualifications for GENERAL MUNICIPAL ENGINEERING SERVICES."

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be signed and acknowledged by the Respondent.

SECTION 5
EVALUATION

The Township of Belleville's objective in soliciting Qualification Statements is to enable it to select a person(s) or firm(s) from among the Qualified Respondents that will provide high quality and cost-effective services to the citizens of Belleville. The Township will consider Qualification Statements only from firms or organizations that, in the Township's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township of Belleville in the manner described in this RFQ.

Proposals will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Township and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Township of Belleville; and
4. Other factors demonstrated to be in the best interest of the Township.
5. Cost consideration including but not limited to, standardized submission and compliance with proposal documents.

APPENDIX A
LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Township of Belleville
152 Washington Avenue
Belleville, New Jersey 07109

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Township of Belleville dated January 6, 2022 in connection with the Township of Belleville's need for GENERAL MUNICIPAL ENGINEERING SERVICES for 2022.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of () Name of Respondent.

(Respondent shall sign and complete the spaces provided below. If a joint
Venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer _____

Typed Name and Title _____

Type Name of Firm _____

Dated _____

APPENDIX B
LETTER OF INTENT

**(Note: To be typed on Respondent's Letterhead. No modifications
may be made to this letter)**

(Insert Date)

Township of Belleville
152 Washington Avenue
Belleville, New Jersey 07109

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Township of Belleville dated January 6, 2022, in connection with the Township of Belleville's need for GENERAL MUNICIPAL ENGINEERING SERVICES for 2022.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agree (agrees) to participate in good faith in the procurement process as described in the RFQ.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from, shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statements or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating principals, but only if acceptable to the Township of Belleville. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. (Name of Respondent) acknowledges and agrees that the Township of Belleville may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Township of Belleville shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
6. (Name of Respondent) acknowledge that any contract executed with respect to the provision of (insert services) must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint
Venture, appropriate officers of each company shall sign.

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Typed Name and Title)

Dated: _____

TOWNSHIP OF BELLEVILLE

CHECKLIST

PROFESSIONAL SERVICE TITLE: GENERAL MUNICIPAL ENGINEERING SERVICES

SUBMISSION DATE: JANUARY 6, 2022 no later than 3:00 p.m.

The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:

1. Non-Collusion Affidavit X
2. Disclosure of Ownership X
3. Insurance Requirement Acknowledgement Form X
4. Mandatory Equal Employment Opportunity Notice Acknowledgement ... X
5. Americans with Disabilities Act X
6. Disclosure of Investment Activities in Iran X
7. Copy of your Business Registration Certificate as issued by the State of New Jersey
Department of Treasury, Division of Revenue X
8. Professional Service Entity Information Form X
9. Qualifications Submission X
10. Disclosure of Contributions (ELEC) From X

REMINDER

Please submit one (1) unbound original copy and one (1) electronic thumb drive of the sealed submission.

TOWNSHIP OF BELLEVILLE
NON-COLLUSION AGREEMENT

STATE OF NEW JERSEY :
COUNTY OF :

I, _____ of the _____

of _____ in the County of _____ and the State of

New Jersey, of full age, being duly sworn according to law on my oath depose and sat that:

I am _____

of the firm _____

the Professional Service Entity making the submission for the above named Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above-named Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the Township of Belleville relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bonafide employees or bonafide established, commercial or selling agencies maintained by:

Name of Professional Service Entity

Subscribed and sworn to before me

this _____ day of _____, 20__.

Notary Public, State of _____

My Commission expires _____

(Signature of Professional)

(Type or print name of affiant and title, under
Signature

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with
All Bid and Proposal Submissions**

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the bidder/proposer to submit the required information is cause for automatic rejection
of the bid or proposal**

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership Limited Partnership Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): _____

Part II

- I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

- I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this ____ day of _____, 20____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (BRC)

NJ Public Law 2004, ch. 57 requires that as of September 1, 2004, all vendors must present a Business Registration Certificate” to the Township of Belleville. We cannot order or pay for any goods and services unless we have your certificate on file. Please forward this to us immediately to prevent the disruption of services between your company and the Township.

Registering a Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency is required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

To register: Businesses must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- **Register online at www.nj.gov/treasury/revenue/taxreg.htm. Click the “online” link and then select “Register for Tax and Employer Purposes.”**
- **Download the paper form and instructions at www.nj.gov/treasury/revenue/revprnt.htm**
- **Call the Division at 609-292-1730 to have a form mailed to you.**
- **Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.**

Registering as an individual: There is a simplified registration process for individuals doing business with any New Jersey government agency. It can be downloaded from the web at www.nj.gov/treasury/revenue/pdforms/regapdf.pdf. To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

If you have any questions, please feel free to call the Purchasing Department at (973)450-3316.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or works with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127), as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127), as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127), as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken with regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

Witness

Firm

BY:

PROCUREMENT AND SERVICE CONTRACTS
"LANGUAGE A"

In the event that you or your firm is awarded this contract, our office upon award will send the necessary additional forms. These should be submitted within seven (7) working days of notification. (Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., codified at N.J.A.C. 17:27-1.1 et seq.)

1. Does this contract have the potential of having a dollar value of \$17,500.00 or better?

- Yes (If yes, complete #2)
 No (If no, no further documentation is required)

2. Does your company have a Federal Affirmative Action Plan Approval Letter?

- Yes (If yes, submit a Photostat copy)
 No (If no, complete "A" below)

A. Does your company have a Certificate of Employee Information Report?

- Yes (If yes, submit a Photostat copy)
 No (If no, complete "B" below)

If you do not have either of the above-mentioned documents, an Affirmative Action Employee Information Report for (AA-302) will be returned to you for your completion.

3. Each contract over \$17,500.00 must also contain Language "A".

4. Are you a minority owned business?

- Yes No

All successful vendors must submit one of the following forms of evidence:

1. Letter of Federal Approval OR 2. Certificate of Employee Information Report.

I certify that the above information is correct to the best of my knowledge.

Name: _____ Title: _____

Signature: _____ Date: _____

Contractor: Please complete and sign this form and return it with your contract or bid proposal.

AN EQUAL OPPORTUNITY EMPLOYER

U.S. ENVIRONMENTAL PROTECTION AGENCY
CERTIFICATION OF NON-SEGREGATED
FACILITIES

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$10,000 which are not exempt from the Equal Opportunity clause.)

The federally assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the bases of race, creed, color, or national origin, because of habit, local custom, or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

Signature

Date

Name and Title of Signer (Please Type)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

**ACKNOWLEDGMENT OF RECEIPT OF CHANGES TO
PROPOSAL DOCUMENTS FORM**

TOWNSHIP OF BELLEVILLE

GENERAL MUNICIPAL ENGINEERING SERVICES

Pursuant to N.J.S.A. 40A: 11-23.1a. The undersigned bidder hereby acknowledges receipt of the following notices, revisions or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, the bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Local Unit Reference Number Or Title of Addendum/Revision	How Received (mail, fax, pick-up, etc)	Date Received

Acknowledgement by bidder:

Name of Bidder:

By Authorized Representative

Signature: _____

Printed Name and Title:

Date: _____

STANDARD BID DOCUMENT REFERENCE	
	REFERENCE: VII-I
Name of Form:	FORMS TO BE PROVIDED BY ELEC
Statutory Reference:	N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271,S.3)
Instructions Reference:	Statutory and Other Requirements VII
Description:	Disclosure of Contributions to ELEC

Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.